



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR PROGRAM RECORDS OFFICIALS

FROM:

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SUBJECT:

RM NUMBERED MEMORANDUM 06-09
CAPTURING DEPARTING EMPLOYEES'
FEDERAL RECORDS

Headquarters (HQ) Program Records Officials (PRO) are reminded of their responsibility to inform departing employees and senior officials of the requirement to capture and preserve Department of Energy (DOE) records as part of the exit process. This responsibility includes the records of both contractor as well as the Federal employees.

As the PRO, you should coordinate with your Records Liaison Officers (RLO), information technology (IT) staff, and Records Management Field Officers (RMFO) to ensure that the electronic (including e-mail) and paper records of departing employees are collected and properly preserved. These records must be preserved in accordance with the DOE Administrative Schedules and National Archives and Records Administration regulations.

Capture and storage of these records may be accomplished using one of the following options (in order of preference). The actual method chosen depends on the computer hardware and software configurations at your location:

- Filed in an electronic records repository
- Copied to portable media (CDs or diskette)
- Printed and filed as paper records

The software necessary to read these records must also be retained if it is not a commonly available program at your site.

The RLO or RMFO should coordinate with the departing employee to review the documents and remove duplicates and other nonrecord materials. It is not necessary to retain records in both paper and electronic format.



Attached are two brochures describing the capture and preservation of Federal records for Federal and contractor employees and for senior officials. These brochures are available on the CIO's records management website at:

<http://cio.doe.gov/RBManagement/Records/poliguidd.html>

This information should be passed on to your respective Field and contractor sites. If you have questions, please contact Lorretta Bryant on 301-903-2164 or at Lorretta.bryant@hq.doe.gov.

Attachments